

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Transit System Development Real Estate Division 21st Floor Peachtree Summit 401 West Peachtree Street Atlanta, Georgia 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed OCT 11 1983    77-255-A    MAR 19 1984	
4. Person to Contact Richard Lovelace		1. Application	2. Dept. Application No.
5. Working Title Manager of Right-of-Way Acquisition		6. Telephone Number 586-5211	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 77-255    Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest    Latest 6/73    Present		9. Records Series Title (followed by title used in office, if different) Real Estate Appraisal Report File	
10. Division and Office Function    What is the function of the Division and the Office in which this record series is created?  The Division of Real Estate is responsible for acquiring right-of-way needed for development of the transit system, which includes property appraisal, negotiation, acquisition, and clearance functions. It is also responsible for relocating displaced families and businesses and for operating a salvage yard. In addition, it manages the Authority's real estate interests, which include station concessions.			
11. Record Series Description    This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:    appraising parcels of property to determine their market value for acquisition and relocation by MARTA.  Included are:    property Appraisal Reports and Analyses, usually prepared by outside consultants/appraisers, which describe parcel of property and list its market value.   File is arranged:    Numerically by appraisal service contract number			
12. Monthly Reference Rate    How often are records referred to which are: One to six months old    40    ; Seven to twelve months old    20    ; Thirteen to twenty-four months old    1    ; twenty-five months and older    1    ?			
13. Annual Rate of Accumulation of Records Letter-size drawers    4    ; Legal-size drawers    ; Shelves    ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	3 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

External Operating Manual, Chapter III, Section D, Page 41

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☒ Other (Specify) Hold each case in the active file until action is completed; then place in inactive file. Cut off inactive file at end of each calendar year, hold 1 year in the current files area; then transfer to State Archives for permanent retention.

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date
	<i>[Signature]</i>	8-18-83
Approved	Division Head/Designee	Date
	<i>[Signature]</i>	8-18-83
Approved	Department Head/Designee	Date
	<i>[Signature]</i>	9-28-83
Approved	Records Management Analyst	Date
	<i>[Signature]</i>	9-28-83

Approved	Legal Counsel	Date
	<i>[Signature]</i>	9/30/83
Approved	Division of Audit	Date
	<i>[Signature]</i>	9/30/83
Approved	Department of Archives and History	Date
	<i>[Signature]</i>	3/19/84
Approved	MARTA Management Advisory Committee	Date